**Responsibilities:**

**KPI for LC administrator or assistants:**

* To ensure that level check happen as per the British Council standards.
* Guide students in LC room,
* mark their papers and ensuring that speaking assessment happens within timeframe.
* Work closely with CS teams and LC Accessors and ensure smooth customer journey.

**KPI LC Accessors (CELTA graduates preferably):**

* Assess writing and speaking skills for students coming for level checks,
* counselling students and guide them about their levels and progression journey
* recommend courses as per the customer needs.

Level checks happens daily in Delhi (9:30am till 6:00pm). They are required to work on weekends.